

OFFICE OF THE
FIRST SELECTMAN

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Lynne A. Vanderslice
First Selectman

Michael P. Kaelin
Second Selectman

Richard J. Dubow

David K. Clune

TOWN HALL
238 Danbury Road
Wilton, CT 06897

**BOARD OF SELECTMEN
MONDAY DECEMBER 7, 2015
MEETING ROOM B, WILTON TOWN HALL**

PRESENT: BOARD OF SELECTMEN – First Selectman Lynne Vanderslice, Richard Dubow, Michael Kaelin, David Clune

GUESTS: Bruce Hampson, Jim Newton, Representatives from Turner Construction - Andy Swayze-Purchasing Manager, and Michael Douyard-Senior Project Manager, Deputy Fire Chief Mark Amatrudo, Firefighter Gary Fuoco, Captain Kevin Czarnecki, Sarah Taffel, John Savarese, Chris Burney

OTHERS: 3 Members of the Press and Members of the Public

Ms. Vanderslice called the meeting to order at 7:32PM

Ms. Vanderslice recommended a motion be made to amend the Agenda to add an additional item to the Discussion. Motion to add Consideration of Approval to Pass the Bank of America Banking Resolution and Certificate of Incumbency naming Anne Kelly-Lenz CFO & Treasurer as a Signatory and Depositor of the Bank of America Account for Performance Bonds as Item # 11 moving Miscellaneous Other Business to Item #12. Motion was moved by Mr. Dubow, seconded by Mr. Kaelin and unanimously carried.

A. Consent Agenda

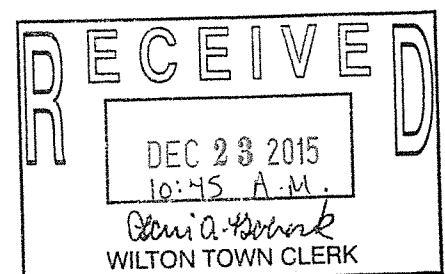
Upon motion by Ms. Vanderslice, seconded by Mr. Kaelin, the consent agenda was approved as follows.

Minutes

- Board of Selectmen Meeting – November 16, 2015
- Board of Selectmen Special Meeting – November 24, 2015

Gifts

- Thomas Smith for Wilton Senior Center - \$200.00



B. Discussion and/or Action

1. Appointment of Second Selectman

Ms. Vanderslice indicated the need to appoint a Second Selectman. Ms. Vanderslice moved to appoint Michael Kaelin as Second Selectman based on highest vote count in the recent election as has been done in past appointments. Motion seconded by Mr. Clune and unanimously carried 4-0.

2. Miller Driscoll School Renovation Project – Consideration of Approval of Balance of Critical Low Bid, Qualified Vendor Trade Contracts

Mike Douyard, representing Turner Construction as Senior Project Manager for the Miller Driscoll School Renovation Project reviewed the remaining nine Vendor Trade Contracts being presented for Board of Selectmen approval. The nine contracts are for Millwork; Doors, Frames & Hardware; Acoustic Ceilings; Ceramic Tile; VCT, Carpet & Resinous Flooring; Wood Flooring; Painting & Wall Coverings; Kitchen Equipment; and Landscaping. Motion made by Mr. Dubow to approve the remaining nine contracts and to authorize execution by the First Selectman. Motion seconded by David Clune and unanimously carried.

3. Discussion Construction Manager Agent v Construction Manager at Risk – Chris Burney

Ms. Vanderslice stated that Chris Burney, the Town's Director of Facilities and Energy Management would be assuming a greater role with regard to the Miller Driscoll School Renovation Project and asked Mr. Burney to review the differences between having a construction manager agent versus having a construction manager at risk on the project. Mr. Burney reviewed his credentials and his experience and reviewed the differences. Mr. Burney explained that hiring a construction manager to be the town's agent is the traditional way of running a project. He indicated that the construction manager agent has the best interests at heart and that they only represent the Town. They are on a fixed fee, so if the project value goes up, and they somehow caused it to increase, they do not get any additional money, so they have no vested interest in creating work. Their vested interest is in making the project the best project possible so that they get rehired. He stated that the main difference between a construction manager agent and a construction manager at risk is that the "at risk" manager assumes the risk of building the project. At a certain point the "at risk" manager's allegiance changes from the client (the town) to himself. The "at risk" manager guarantees to do the project for x dollars, and their interest is in saving themselves money and making a profit. Mr. Burney also stated that you run the risk of developing an antagonistic relationship, where the Town is trying to do something the right way and the construction manager at risk wants to do it the cheaper way.

Mr. Burney added he believes the Town has made the right choice in choosing a construction manager and that the construction manager will help the town, as he will also help the town, and work together on making sure the project is done correctly, the specifications are followed, and at the end of the day that we don't have problems when the project opens up.

Ms. Vanderslice pointed out if Wilton had hired a construction manager at risk; the town would not be the one benefitting from the projected \$5 million savings that the \$50 million project has realized as a result of a competitive bidding process. It would have stayed with the construction manager at risk. Mr. Burney stated that that was a correct assumption.

Mr. Burney answered a question posed by Mr. Kaelin with regard to overseeing of the project. He stated that Turner construction, in conjunction with the project's architects as well as him, will be performing observations, inspections and certifications.

4. Consideration of Approval of MOA for FFY 2015 State Homeland Security Grant

Ms Vanderslice asked Deputy Fire Chief Mark Amatrudo to review the MOA for FFY 2015 State Homeland Security Grant. Mr. Amatrudo stated the MOA is required by the Department of Homeland Security and provides a conduit whereby the BOS authorizes the BOS to sign Department of Homeland Security documents on behalf of the community. Mr. Amatrudo is asking the BOS for a resolution asking the First Selectman to sign on behalf of the community. Mr. Amatrudo stated that the grant provides approximately \$95,000 worth of radios for the community and approximately \$9,500 of salary reimbursement for Emergency Management Director.

Mr. Kaelin moved to approve that Lynne A. Vanderslice, First Selectman, may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and the Lynne A. Vanderslice, as First Selectman and CEO of the Town of Wilton, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Wilton and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents. Motion seconded by Mr. Clune and unanimously carried.

5. Consideration of Approval for Authorization to Execute Fire Engine Replacement Contract for Engine 3

Mr. Amatrudo reviewed the request for Authorization to Execute Fire Engine Replacement Contract for Engine 3 (memo attached). Motion made by Mr. Dubow for authorization to Execute Fire Engine Replacement Contract for Engine 3. Motion seconded by Mr. Clune, unanimously carried.

6. Consideration of Approval of Cablevision Government Access Fund Grant-2015

Ms. Vanderslice reviewed the Cablevision Government Access Fund Grant-2015 (attached). Motion made by Mr. Dubow to approve the application for the Cablevision Government Access Fund Grant-2015. Motion seconded by Mr. Clune, unanimously carried.

7. Memo of Understanding – First Selectman

Ms. Vanderslice asked the Board of Selectman for formalization of the procedures surrounding whether or not to bring items in front of the Board of Selectmen at regular meetings. Ms Vanderslice is asking the Board of

Selectman to set a threshold, where if it's under a certain amount she can handle those items without seeking BOS approval. Ms. Vanderslice explained her motivation as wanting to save time and maximize the purpose of the Board of Selectmen. To spend more time on strategic discussions and not as much on administrative issues. The Board of Selectmen asked for more time to consider her request, to be briefed on contracts or grants that have been executed by the First Selectman and when the time comes to establish a formal policy to have that policy reviewed annually.

8. First Selectman's Salary

Ms. Vanderslice discussed the issue of a salary increase in the First Selectmen's salary and suggested that the salary not be increased beyond the current level. The Board of Selectmen elected to go into Executive Session at the end of the meeting to discuss the First Selectman's Salary and to invite Sarah Taffel, Director, Human Resources, Labor Relations & Administrative Services.

9. Proposed Budget Calendar

Ms. Vanderslice stated that she would be recommending at the next BOS meeting a budget calendar that would be slightly different from the one used in the past. Budget meetings typically begin the first week of January and she will be suggesting the meetings begin the third week in January. She stated the reasons for the change were to ensure accounting personnel were not working over the holidays and to allow the incoming CFO and new First Selectman the opportunity to make changes to the process.

10. Appointments/Reappointments

Ms. Vanderslice moved the appointments for Town officials (as attached) for a period of 12/1/2015 to 11/30/2017. Ms. Vanderslice also indicated an appointment for Anne Kelly-Lenz as Treasurer for a six month period of 12/7/2015 to 6/7/2016. After the six month period will review for re-appointment for the 18 months. Motion made by Mr. Kaelin to move the appointments for Town officials, motion seconded by Mr. Clune and unanimously carried.

Motion made Mr. Dubow to approve the appointment of Jennie Wong and Vivian Lee-Shiue as representatives to the Economic Development Commission. Motion seconded by Mr. Clune and unanimously carried.

Motion made by Mr. Clune to approve additional appointments as attached. Motion seconded by Mr. Kaelin and unanimously carried.

11. Consideration of Approval to Pass the Bank of America Banking Resolution and Certificate of Incumbency naming Anne Kelly-Lenz CFO & Treasurer as a Signatory and Depositor of the Bank of America Account

Motion made by Ms. Vanderslice to pass the Bank of America Banking Resolution and Certificate of Incumbency naming Anne Kelly-Lenz CFO & Treasurer as a Signatory and Depositor of the Bank of America Account.

Motion moved by Mr. Dubow and seconded by Mr. Kaelin and unanimously carried.

12. Miscellaneous Other Business
None

C. Public Comment

Alex Ruskewich expressed his concern that, there is definite evidence that school enrollments are dropping dramatically, not only for Miller Driscoll but for the entire school system. His concern relates to the Miller Driscoll School Renovation Project and justifying the increase in taxes to pay for something that may or may not happen in 25 years.

Ms. Vanderslice noted that she plans to ask the Board of Education and Superintendent of Schools Dr. Kevin Smith to come in and speak to the Board of Selectmen regarding projected enrollment in the schools.

Gail Moskow of Carriage Road stated that she is hoping that the Board of Selectmen, Board of Education and Board of Finance are forward enough looking that the Miller Driscoll School will last the Town 25, 30, 40 years or more and that it is critical that the Town is building for the future, not just five or 10 years down the road. She thanked the Board for their patience, perseverance and forward looking approach.

Steve Hudspeth of Glen Hill Road thanked the Board of Selectmen for their service. Stated he was very impressed by the presentation given by Facilities Manager Chris Burney regarding the difference between a construction manager agent and construction manager at risk. He also spoke to comments made by Mr. Ruskewich. He stated that the Town is building the Miller Driscoll School for the long term future; not just for the next five or eight years, but for the next 50 years, and you need a building that will serve that purpose. He stated that to build something and then have to add onto it, is the least cost-effective way of doing that.

D. Reports

First Selectman's Report

Ms. Vanderslice noted that Ken Dartley did officially resign as of Friday December 4th and that she is awaiting submissions for an appointee to fill that position.

Ms. Vanderslice stated that her transition as First Selectman has been smooth and the staff has been great. She indicated that there was an organizational change made with regard to the Information Systems Director, John Savarese who will now be reporting directly to The First Selectman. She stated that change was made as information technology is part of every department, and strategically, it makes sense.

Selectmen's Reports

Mr. Dubow

None

Mr. Kaelin

Mr. Kaelin thanked Ruskevich for raising questions, but added that, "We are building a school for the next 25 years. If we don't do it now, when are we going to do it? This has been in the process for a long time. We're making the best decisions we can with the best information we have. Having said that, I still think it's great for citizens to raise questions and challenge us. That's how we'll come to better decisions."

Mr. Clune

Mr. Clune mentioned the many activities that took place in town over the prior weekend, including the Christmas tree lighting, Holiday Stroll, and menorah lighting, as well as the Wilton Rocks for Food event, among other. He stated that a lot of things to do in town and that we just have to continue to push those efforts to keep people to stay in town for different events.

E. Executive Session

Motion made by Mr. Kaelin to go into executive session at 8:40PM to discuss the First Selectman's salary and asked that Sarah Taffel, Director of Human Resources is invited into executive session. First Selectman Lynne Vanderslice is not included in executive session. Motion seconded by Mr. Dubow and unanimously carried.


Out of Executive Session at 8:50PM.

Ms. Vanderslice rejoined the meeting and Mr. Kaelin made a motion that the First Selectman's salary be increased by 2.5% to bring the annual compensation from \$136,108 to \$139,511 effective December 1, 2015.

Mr. Kaelin stated that he appreciates Lynne's offer to take no increase, but said his concern is about the First Selectman's Office being woefully undercompensated, and, therefore, the First Selectman should be given the same increase as other non-union employees. He also added that the First Selectman should not be making less than her other direct reports.

The motion was seconded by Mr. Dubow and carried 3-0 with Ms. Vanderslice not voting. Ms. Vanderslice indicated she will donate the raise back to the Town.

- F. Adjournment – Having no further business, motion made by Ms. Vanderslice to adjourn meeting. Motion was seconded by Mr. Kaelin and unanimously carried. The meeting was adjourned at 8:58 p.m.



Jacqueline Rochester, Recording Secretary

Miller Driscoll Extensions Alterations
Bid Award Recommendations
Town of Wilton

| Bid Package # - Description | Recommended Contractor | Contract Value | Bidder #2 | Bidder #3 | Bidder #4 | Bidder #5 | Bidder #6 | | Comments |
|--------------------------------------|-------------------------------------------------|----------------|-------------------------------------------------|-------------------------------------------|-------------------------------------------|------------------------------------------|------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------|
| 4 - Millwork | Northeast Interior Systems of New England, Inc. | \$ 589,900.00 | Legere Group, Ltd \$651,998 | A. Secondino & Son, Inc. \$716,000 | | | | | Need to get the submittal process initiated to coordinate with other trades |
| 9 - Doors, Frames & hardware | Kelley Bros. Hardware Corporation | \$ 245,900.00 | Tull Bros, Inc. \$263,025 | Builders Hardware \$295,705 | | | | | Need temporary doors, frames & hardware for enabling phase of the project to install doors in temporary barriers |
| 10 - Acoustic Ceilings | CONN Acoustics, Inc. | \$ 572,240.00 | Central Connecticut Acoustics Inc. \$633,000 | | | | | | Open & close Ceilings after hours and during vacations to facilitie MEP re-routing and disconnect systems |
| 11 - Ceramic Tile | M. Frank Higgins & Co., Inc. | \$ 43,155.00 | Dalene Flooring \$44,588 | Coreno Marble & Tile Ltd \$49,500 | Red Thread \$52,937 | Urban Contractor's of CT LLC \$58,467 | R&B Ceramic Tile and Floor Covering Inc. \$59,000 | + 3 Bidders | Need to get the submittal process initiated to coordinate with other trades |
| 12 - VCT, Carpet & resinous Flooring | Barall & Konover Floors, Inc. | \$ 716,311.00 | Dalene Flooring \$609,982 | M. Frank Higgins & Co., Inc. \$719,500 | Urban Contractor's of CT LLC \$749,933 | Spectrum Floors, Inc. \$786,685 | Red Thread \$833,926 | + 1 Bidders | Need to get the submittal process initiated to coordinate with other trades |
| 13 - Wood Flooring | Dalene Flooring | \$ 40,428.00 | J.J. Curran & Son, Inc. \$59,898 | Kenvo Floor Company, Inc. \$71,650 | Pavilion Floors, Inc. \$76,807 | | | | Need to get the submittal process initiated to coordinate with other trades |
| 14 - Painting & Wall Coverings | Decco International, LLC | \$ 244,000.00 | Professional Painting Inc. \$312,000 | The Spectrum Services Co. \$344,000 | | | | | Need to get the submittal process initiated to coordinate with other trades |
| 15 - Kitchen Equipment | The Warehouse Store Fixture Co. | \$ 282,875.00 | Kittredge Equipment Company, Inc. \$285,000 | Sam Tell Companies \$331,172 | | | | | Need to get the submittal process initiated to coordinate with other trades |
| 22 - Landscaping | Scenic Designs, Inc. | \$ 397,500.00 | Executive Landscaping Inc. \$448,950 | EDI Landscape, LLC \$763,112 | | | | | Need to get the submittal process initiated to coordinate with other trades |

Authorization To Execute Fire Engine Replacement Contract

The Fire Department and Board of Fire Commissioners are seeking authorization for the Town to execute a contract with Rosenbauer New England in the amount of \$578,130 for the manufacture and delivery of a new fire engine to replace Engine 3. That request is based on the following:

1. Apparatus Committee was assembled consisting of four (4) firefighters, the Apparatus Supervisor and the Deputy Fire Chief.
2. A 35 page set of detailed specifications was developed and included in the Invitation to Bid that was sent to six (6) of the largest apparatus manufacturers.
3. Four (4) bids were submitted.
4. Extensive analysis and research was done on the bids resulting in various spreadsheets and the generation of lists of questions/clarifications needed from each of the bidders.
5. Once the responses to our follow-up questions and clarifications were received, a final review was conducted.
6. The final procedure was to complete a comparative cost analysis.
7. In the end, the vehicle proposed by Rosenbauer New England was ranked highest among the evaluation criteria and also had the lowest comparable cost.
8. A total of \$595,000 was included in our approved Capital Budget for this purchase. The contract cost for the new Rosenbauer engine will be \$578,130, which includes the trade-in of Engine 3 (1994 E-One pumper).
9. The contract draft has been forwarded to Ken Bernhard for review and comment.
10. The Committee, Chiefs and Board of Fire Commissioners have approved the purchase of the Rosenbauer engine and are requesting authorization from the Board of Selectmen to finalize the contract in the amount of \$578,130.
11. The payment terms of this vehicle will require a down payment of approximately one-half of the contract price and the balance is paid ten (10) days after the Wilton Fire Department conducts its acceptance inspection and testing upon arrival of the vehicle in approximately eleven (11) months.

The following items are attached in support of the committee's recommendation:

| | |
|---------------------|-------------------------------|
| Attachment 1 | Final Bid Evaluation Criteria |
| Attachment 2 | Vehicle drawing |

Authorization To Execute Fire Engine Replacement Contract

Final Bid Evaluation Criteria

Attachment 1

| | <u>E-One E-Max</u> | <u>Rosenbauer</u> | <u>Marion Concept</u> | <u>Marion Traditional</u> |
|---------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|---------------------------|-------------------------------|
| <u>Quantitative Metrics</u> | | | | |
| Cubic feet of compartment space | 204 | 215 * | 265 | 216 |
| Turning radius | 64' | 64' * | 70' | 65' |
| Overall height | 9' 8" | 9' 7" | 9' 5" | 9' 5" |
| Height of crosslays /speedlays | 74.5"/52.5" | 74" | 81.15"/43" | 81.15" |
| Height of rear hosebed | 97" | 82"/ 88.5" | 97.12" | 97.12" |
| Cost (comparable basis) | \$583,018 | \$578,130 | \$599,716 | \$591,881 |
| Cab/Body width | 96/100" | 96/99" | 96/99" | 96/99" |
| Pump manufacturer | Darley | Hale | Hale | Hale |
| Foam system | FoamPro 2200 | FoamLogic 5.0 | FoamLogic 5.0 | FoamLogic 5.0 |
| <u>Occupant protection</u> – Roll-Tek rollover protection and seat belt pre-tensioners | Yes | Yes | Yes | Yes |
| <u>Occupant protection</u> – Steering wheel and knee air bags, head curtains, side curtains | Yes | Yes | Yes | Yes |
| <u>Qualitative Metrics</u> (--, -, Neutral, +, ++) | | | | |
| Efficiency of overall design | Neutral | + | Neutral | Neutral |
| Cab/layout/design | - | ++ | - | - |
| Compliance with our (original) specifications | Neutral | Neutral | + | + |
| WFD experience with manufacturer | + | Neutral | + | + |
| Manufacturer's reputation - outside of WFD | Neutral | Neutral | Neutral | Neutral |
| * Given the final cab specifications, the turning radius can be improved or the cubic feet of compartment space increased | | | | |

Cablevision Government Access Fund Grant – 2015

(Application Deadline: 10/16/15)

1) Applicant Information:

| | |
|-------------------|----------------------------------------------------------------------------|
| Town or City: | Wilton |
| Applicant's Name: | John Savarese, Gary Battaglia, Phil Sharlach |
| Title/Position: | Information Systems Director, A9CC representatives |
| E-mail Address: | John.savarese@wiltonct.org |
| Phone Number: | 203-563-0144 |
| Application Date: | December 1, 2015 |

2) Project Information:

| | |
|-------------------|------------------------------------------------------------|
| Title of Project: | Operating expenses & upgrade of PTZ cameras and controller |
| | (2015 – Round 2) |
| | |
| | |
| | |

Briefly describe your project:

1. Operating expenses for part-time videographer to produce the meetings and do post-production processing of the recordings.
2. Replacement of PTZ video cameras in main conference room (2)
3. Controller for Sony video cameras

How will this project enhance governmental access in your community?

1. Operating expenses will enable the Town to continue full coverage of the annual budget process and all regular and special meetings of the Board of Selectmen and Board of Finance, including recording remote events off-site.
2. The existing cameras were installed in 2007 and their operation has become unreliable. The replacement Sony cameras will provide better quality images.

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| How many hours a week does your town broadcast video programming? | 24 x 7 x 52 |
| How many different programs are broadcast each week? | 2 - 4 |
| Wilton's Channel 79 broadcasts 24x7 52 weeks per year. The normal programming consists of Board of Selectmen (twice a month) and Board of Finance (once a month), plus public hearings and other events conducted by the Boards. During the budget season, Channel 79 broadcasts approximately 30 different budget meetings, including two Town-wide hearings and the Annual Town Meeting. Meetings which are held in Town Hall are broadcast live and then rebroadcast from the video server. Channel 79 also broadcasts events recorded at remote locations, such as the annual "Speak Up, Wilton" forum. | |

Cablevision Government Access Fund Grant - 2015 Pg 2

3) Budget:

| | Expenses: | | Income: |
|---------------|-------------|------------------------|---------|
| Fees: | | Requested of CV: | |
| Materials: | | Provided by Town/City: | |
| *Equipment: | 3731 | Applied for elsewhere: | |
| Other (oper) | 1866 | Private Funding: | |
| Total: | 5597 | Total Income: | |

(*Attach itemized list of equipment including make and model nos.)

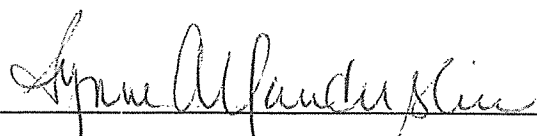
| | Price | Qty | Total |
|------------------------------------|-------|-----|--------------|
| Sony EVI D90 PTZ camera | 920 | 2 | 1,840 |
| Vaddio Model 70 thin profile mount | 63 | 2 | 126 |
| Sony RMBR300 camera controller | 1,330 | 1 | 1,330 |
| Installation | 435 | 1 | 435 |
| Total | | | 3,731 |

Has your Town/City provided support for access operations? (Please describe briefly)

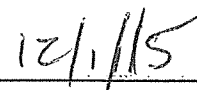
The Town of Wilton provides funding for videography/post production services, and for hardware maintenance and replacement. The Town also provides in-kind services to manage the station.

4) Town/City Administration Approval:

| | |
|-------------------------------------|-------------------------------|
| Approved By: | Lynne S. Vanderslice |
| Title: | First Selectman |
| Date: | December 1, 2015 |
| Submitted by Cable Council Members: | Gary Battaglia, Phil Sharlach |



*Signature of 1st Selectman/Mayor or Town/City Administrator



Date

***Your signature attests that the requested funds will be used for your town or city Government access channel. You further understand that any equipment purchased with these funds remain the property of PEG access in the Area 9 cable franchise. You agree that if funds are subsequently spent on expenditures or equipment other than what is noted in this application, such change will be reported to the Area 9 Cable Council and that you will first seek A9CC approval if changing an equipment or service type, (e.g. tape deck instead of a camera).**

(Signature not required for e-mail filing, but hard copy must be provided before grant is approved)

5) Submission:

Mail your completed application to:

Hal Levy
6 Lazy Brook Lane
Westport, CT 06880

An electronic copy in MS Word format is required. You may e-mail it to hlevy@datacut.com

Government Access Grant Procedures

CV Government Access Grants: ¹

- 1) Fill out the A9CC **Government Access Funding Grant Form**² indicating what is to be purchased and how it is to be used. *(Remember: grants are for PEG access production activities, not for webcasting, interactive programs on the I-Net, etc. Grant equipment should be inventoried and remains the property of Area 9 Access. Should you cease access operations, equipment should be returned.)*
- 2) After the grant has been approved by the A9CC, fill out and e-mail a copy of the **Funds Disbursement Voucher**² per the instructions on the voucher. This must be sent no more than 30 days after the grant has been approved, otherwise the grant will be voided.

Note: In cases where it is difficult for a town to process these funds, arrangements can be made to have the funds paid directly to a vendor.

*(The treasurer can expend Govt. access funds, in accordance with A9CC policies, on a town's behalf directly to a vendor. File a **Voucher Form** for each vendor and include an invoice for the items and/or services purchased.)*

- 3) When your equipment arrives, complete a **Grant Report Form** and send it to the A9CC grant administrator. Attach copies of all invoices. If funds were used for purposes other than equipment, you must include in your report how they were spent (i.e. repair invoices, personnel, etc) [Note: Payments of more than \$600/year to an individual must be reported to the IRS on a Form 1099. Consult your tax advisor.]
- 4) **Operations Grants:** If the Council has approved grant funds to pay for videographers and production services, these grants are pre-approved assuming the Town qualifies and funds may be applied for by submitting a **Government Access Funding Grant Form** along with a **Funds Disbursement Voucher**². Funds may not be used to pay administrative salaries, such as staff stipends, preparing reports and grant applications. Subsequently a **Grant Report Form** must be submitted along with documentation such as time sheets, invoices, 1099's or other records documenting actual hours worked.

Submission:

Email application at least 2 days before meeting to: hlevy@datacut.com

Bring signed application to meeting or mail materials to:

Hal Levy
6 Lazy Brook Lane
Westport, CT 06880

NB: As per A9CC rules, cities/towns must complete all materials from previous grants and prior year's I-Net Logs before new grants can be considered.

¹ You need not apply for the entire amount at once. Towns that have already applied for funds may submit additional applications for the balance.

² Form is available on the A9CC Website: a9cc.org

A9CC - Government Access Committee

Area 9 Cable Council, 17 Crawford Rd, Westport, CT 06880

www.a9cc.org

Cablevision Government Access Fund Grant – 2015

(Application Deadline: 10/16/15)

1) Applicant Information:

| | |
|-------------------|----------------------------------------------------------------------------|
| Town or City: | Wilton |
| Applicant's Name: | John Savarese, Gary Battaglia, Phil Sharlach |
| Title/Position: | Information Systems Director, A9CC representatives |
| E-mail Address: | John.savarese@wiltonct.org |
| Phone Number: | 203-563-0144 |
| Application Date: | December 1, 2015 |

2) Project Information:

| | |
|-------------------|------------------------------------------------|
| Title of Project: | Operating expenses & upgrade of (1) PTZ camera |
| | (2015 – Round 3) |
| | |
| | |
| | |

Briefly describe your project:

1. Operating expenses for part-time videographer to produce the meetings and do post-production processing of the recordings.
2. Replacement of (1) PTZ video camera in main conference room (2 cameras were requested in Round 2)

How will this project enhance governmental access in your community?

1. Operating expenses will enable the Town to continue full coverage of the annual budget process and all regular and special meetings of the Board of Selectmen and Board of Finance, including recording remote events off-site.
2. The existing cameras were installed in 2007 and their operation has become unreliable. The replacement Sony cameras will provide better quality images.

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| How many hours a week does your town broadcast video programming? | 24 x 7 x 52 |
| How many different programs are broadcast each week? | 2 - 4 |
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Cablevision Government Access Fund Grant - 2015 Pg 2

3) Budget:

| | Expenses: | | Income: |
|---------------|-------------|------------------------|---------|
| Fees: | | Requested of CV: | |
| Materials: | | Provided by Town/City: | |
| *Equipment: | 1283 | Applied for elsewhere: | |
| Other (oper) | 1866 | Private Funding: | |
| Total: | 3149 | Total Income: | |

(*Attach itemized list of equipment including make and model nos.)

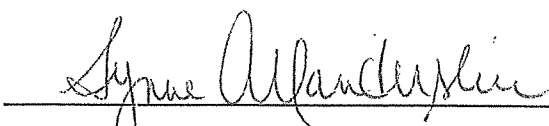
| | Price | Qty | Total |
|------------------------------------|-------|-----|--------------|
| Sony EVI D90 PTZ camera | 920 | 1 | 920 |
| Vaddio Model 70 thin profile mount | 63 | 1 | 63 |
| Installation | 300 | 1 | 300 |
| Total | | | 1,283 |

Has your Town/City provided support for access operations? (Please describe briefly)

The Town of Wilton provides funding for videography/post production services, and for hardware maintenance and replacement. The Town also provides in-kind services to manage the station.

4) Town/City Administration Approval:

| | |
|-------------------------------------|-------------------------------|
| Approved By: | Lynne S. Vanderslice |
| Title: | First Selectman |
| Date: | December 1, 2015 |
| Submitted by Cable Council Members: | Gary Battaglia, Phil Sharlach |



12/1/15

*Signature of 1st Selectman/Mayor or Town/City Administrator

Date

***Your signature attests that the requested funds will be used for your town or city Government access channel. You further understand that any equipment purchased with these funds remain the property of PEG access in the Area 9 cable franchise. You agree that if funds are subsequently spent on expenditures or equipment other than what is noted in this application, such change will be reported to the Area 9 Cable Council and that you will first seek A9CC approval if changing an equipment or service type, (e.g. tape deck instead of a camera).**

(Signature not required for e-mail filing, but hard copy must be provided before grant is approved)

5) Submission:

Mail your completed application to:

Hal Levy
6 Lazy Brook Lane
Westport, CT 06880

An electronic copy in MS Word format is required. You may e-mail it to hlevy@datacut.com

Government Access Grant Procedures

CV Government Access Grants: ¹

- 1) Fill out the A9CC **Government Access Funding Grant Form**² indicating what is to be purchased and how it is to be used. (*Remember: grants are for PEG access production activities, not for webcasting, interactive programs on the I-Net, etc. Grant equipment should be inventoried and remains the property of Area 9 Access. Should you cease access operations, equipment should be returned.*)
- 2) After the grant has been approved by the A9CC, fill out and e-mail a copy of the **Funds Disbursement Voucher**² per the instructions on the voucher. This must be sent no more than 30 days after the grant has been approved, otherwise the grant will be voided.

Note: In cases where it is difficult for a town to process these funds, arrangements can be made to have the funds paid directly to a vendor.

*(The treasurer can expend Govt. access funds, in accordance with A9CC policies, on a town's behalf directly to a vendor. File a **Voucher Form** for each vendor and include an invoice for the items and/or services purchased.)*

- 3) When your equipment arrives, complete a **Grant Report Form** and send it to the A9CC grant administrator. Attach copies of all invoices. If funds were used for purposes other than equipment, you must include in your report how they were spent (i.e. repair invoices, personnel, etc) [Note: Payments of more than \$600/year to an individual must be reported to the IRS on a Form 1099. Consult your tax advisor.]
- 4) **Operations Grants:** If the Council has approved grant funds to pay for videographers and production services, these grants are pre-approved assuming the Town qualifies and funds may be applied for by submitting a **Government Access Funding Grant Form** along with a **Funds Disbursement Voucher**². Funds may not be used to pay administrative salaries, such as staff stipends, preparing reports and grant applications. Subsequently a **Grant Report Form** must be submitted along with documentation such as time sheets, invoices, 1099's or other records documenting actual hours worked.

Submission:

Email application at least 2 days before meeting to: hlevy@datacut.com

Bring signed application to meeting or mail materials to:

Hal Levy
6 Lazy Brook Lane
Westport, CT 06880

NB: As per A9CC rules, cities/towns must complete all materials from previous grants and prior year's I-Net Logs before new grants can be considered.

¹ You need not apply for the entire amount at once. Towns that have already applied for funds may submit additional applications for the balance.

² Form is available on the A9CC Website: a9cc.org

OFFICE OF THE
FIRST SELECTMAN

Telephone (203) 563-0100
Fax (203) 563-0299

Email to:
Lynne.Vanderslice@Wiltonct.org



Lynne A. Vanderslice
First Selectman

Richard J. Dubow

Michael P. Kaelin

David K. Clune

Kenneth J. Dartley

TOWN HALL
238 Danbury Road
Wilton, CT 06897

**BOARD OF SELECTMEN MEETING
MONDAY, December 7, 2015**

I move to appoint the following Town officials for a period of 12/1/2015 to 11/30/2017.

Assistant Town Clerk: Kathy Cooper

Assistant Registrar of Vital Statistics: Ann Fiteni

Assistant Town Clerk: Ann Fiteni

Assistant Registrar of Vital Statistics: Kathy Cooper

Emergency Management Director: Mark Amatrudo

Tax Collector: Philip Damato

Assessor: David Lisowski

Tree Warden: Paul R. Young

Hearing Officer: Christopher Gardner

Treasurer: Anne Kelly-Lenz for a six-month period of 12/7/2015 to 6/7/2016

Appointments

Jennie Wong – Economic Development Commission

Vivian Lee-Shiue – Economic Development Commission

Reappointments

Paul Burnham – Wilton Retirement Investment Committee

Bob Kelso – Wilton Retirement Investment Committee

Jeff Rutishauser – Wilton Retirement Investment Committee

Richard Creeth – Wilton Energy Commission